**UCS Workshop**

**Run of Show Template**

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| --- | --- | --- | --- | --- | --- |
| [Insert the name of the event.] | | | | | |
| [Insert day and date of the event]  [Insert time of the event]  [Insert location or venue for the event] | | | | | |
| [Insert the facilitator name]  [Insert the co-facilitators names]  Remember that having at least two Special Olympics staff members is important while presenting to a school. | | | | | |
| Contact [insert the name and number of whom to contact in case of emergency, for example, technological problems] | | | | | |
| **Start time** | **Finish time** | **Duration** | **Actions/tasks**  **[Insert description of what needs to be done]** | **Facilitator** | **Materials needed** |
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